



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	2-11-2013
Subchapter:	1	Forms	
Issuance:	4.8	CP&P Form 4-8, Kinship Legal Guardianship (KLG) Subsidy Agreement	

Click here to view, complete, or print the CP&P Form [4-8](#), CP&P Kinship Legal Guardianship (KLG) Subsidy Agreement.

WHEN TO USE IT

Use this agreement to document the terms and conditions of a KLG subsidy. **This agreement must be reviewed, approved, and signed by the Assistant Director of the Office of Adoption Operations, or his or her designee, before it is signed by the kin caregiver.**

The agreement is effective the date the court order is granted, awarding kinship legal guardianship of the child. The agreement:

- Identifies the rights and responsibilities of the KLG caregiver under the CP&P KLG Subsidy Program;
- Identifies the responsibilities of CP&P to the child and the KLG caregiver under the Program; and
- Informs the KLG caregiver of the conditions that terminate the child's participation in the Program.

HOW TO USE IT

After meeting with the kin caregiver and discussing the differences between adoption and kinship legal guardianship, and the conditions and terms of a KLG subsidy, the assigned Worker prepares the CP&P 4-8 using the on-line template in the computerized Forms Manual (11-20).

The assigned Worker sends the form (unsigned) in the KLG subsidy request packet to the Office of Adoption Operations, CC # 966, for approval.

Upon receipt of the approved and signed agreement from the Office of Adoption Operations, the Worker asks the kin caregiver to sign the form, if the kin caregiver is in agreement with its terms and conditions. A copy of the signed agreement is given to the kin caregiver.

After the court order is awarded, include another copy of the approved and signed agreement in the packet sent to the kinship legal guardian. The packet also includes a copy of the court order.

See [CP&P-IV-D-2-200](#), Required Processing.

TIPS FOR COMPLETING THE FORM

- Enter identifying information.
- Indicate whether the child is Title IV-E eligible.
- Under number two of the Division's responsibilities, enter the approved and agreed upon subsidy rates (monthly and annually) for the child (the subsidy rate cannot exceed the resource care rate which would have been paid if the child had remained in resource family care).
- On page two, indicate whether the child is attending school.
- In the text field for the Worker, enter either the name of the assigned Worker, or the Resource Family Support Worker or designee.

DISTRIBUTION

Original	-	KLG subsidy folder (sent to the Adoption and Kinship Legal Guardianship Subsidy Unit after the KLG order is granted)
Copy	-	Kin caregiver
Copy	-	Child's case record